

## MENTORING COMMUNITY AIDE

**DEFINITION:** Under general direction, provides support for Mentoring Program through recruitment, training and community outreach efforts; monitors, audits, and documents program records; trains, oversees and reviews mentor work.

**TYPICAL TASKS:** Essential Functions:  
Identifies and recruits mentors for a Mentoring Program; by contacting and presenting program information to school districts, colleges, universities, private businesses, and/or and community organizations.  
Interviews potential mentors and assists school personnel in matching students with appropriate mentors.  
Organizes student recruitment efforts in assigned schools  
Maintains and updates parent orientation materials used in student recruitment.  
Makes presentations to parents and community groups regarding a Mentoring Program.  
Participates in community organizations as assigned.  
Serves as program liaison between Juvenile Court and Community Schools and varied program partners schools, business and community organizations.  
Coordinates and conducts orientation and on-going training of mentors.  
Prepares detailed, comprehensive program reports.

Non-Essential Functions:  
Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:** Knowledge of: the concerns, problems and common experiences of at-risk students; school district organization.  
Ability to: read, interpret and apply regulations and procedures governing Jessie Program eligibility, documentation and audits; organize and maintain program records and files; establish and maintain productive working relationships with at-risk youth as well as with professionals in the business and educational communities including individuals of varied cultural, linguistic and economic backgrounds; communicate orally and in writing; train and oversee the work of mentors; make effective presentations to individuals and groups; operate a computer and related software; prepare detailed reports; work with minimal supervision.

**WORKING CONDITIONS AND PHYSICAL ABILITIES:** Indoor office setting and/or training sites. Requires the ability to travel to and from various work sites. Requires the ability to work occasional evening and weekend hours.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects.

EXPERIENCE and EDUCATION: A combination of college level coursework and experience which clearly demonstrates possession of the knowledge and abilities detailed above. A typical qualifying background would include completion of college-level coursework in sociology, psychology, criminal justice or a related field, and one year of work experience in mentoring, youth development and violence prevention and intervention work including coordination and delivery of recruitment presentations.

Established: 07/98

Revised: 4/11

Approved by the Personnel Commission: July 31, 1998